



Department of
Veterans Affairs

Office of Human Resources and Administration
Worklife and Benefits Service (058)

Fact Sheet – SICK LEAVE (Title 5 Employees)

Purpose:

- For personal needs, when employee is incapacitated for duty by physical or mental illness; pregnancy or childbirth
- For family care and bereavement*
- To care for a family member with a serious health condition*
- For adoption purposes*

*subject to regulatory limits

Eligible Employees:

- Full-time or part-time work schedules

Appointment expected to last 90 days or more or have been continuously employed for at least 90 days under one or more appointments.

Earning Rates:

- Full-time (per full biweekly pay period)
 - 4 hours
- Part-time (hours earned for hours in a pay status)
 - 1 hour earned for each 20 hours pay status

Sick Leave Ceiling:

An employee may accumulate sick leave without limit.

Advanced Sick Leave:

Permanent employees may be granted a maximum of 30 days (240 hours of sick leave) for purposes related to a serious disability or illness, medical emergency or adoption of a child. A maximum of 5 days may be advanced for family care or bereavement purposes. Employees serving under a time-limited appointment may be granted sick leave up to the total that would otherwise be earned during the term of the appointment.

References:

5 U.S.C. Chapter 63, Subchapter I
5 C.R.R. Part 630, Subparts B and D
VA Handbook 5011, Part III, Chapter 2